

Required documents to sell your home in Puerto Vallarta

Escritura* (Deed of Title) – buyer will need to know that you indeed are the owner (either fee simple or in fideicomiso) of the property.

Government Issued Photo ID – Again, this shows that you are the owner of the property and it will be required in the event of a sale of the property to be presented to the Notary who is doing the closing as well as the escrow company that will be holding the funds.

Current Property Tax Bill* and if possible, its corresponding payment – In calculating some of the taxes, it is important to know the current tax value of the property. The Notary uses this to calculate estimates on capital gains tax payments as well as Buyer's closing costs.

Inventory/Exclusion List – It is the Seller's choice if you want to provide a list of inventory or a list of exclusions but we do not like to show a property without knowing what is or is not included as that is a common question from the clients.

Property Disclosure Statement – The buyer or their agent will require this from you to complete as a disclosure on the property.

Capital Gains Tax Estimate – you will need to get this done using a Public Notary qualified to make that calculation at the time you receive an offer for the property. The buyer will want to see a document that shows that you have paid or will pay for any capital gains taxes on the home. This often takes over a week to calculate so plan ahead.

Administration Letter in the Case of Condominium – Part of the documents your buyer will require in the case of listing a condominium are the condominium documents. These are documents that you as an owner are entitled to have and Buyers will use to determine the condition of the HOA. Most buyers will also want to see three years of meeting minutes from the HOA.

ID Requirements Format – This is a new format required under Mexican law which is basically a summary of the documents and information required by the Notary to close a transaction. You can find this document in our “Documents” section on the main page.

Additional Items/Documents to Complete the File

In today's market Buyers are more particular and more careful in their due diligence when buying. The more complete your file is, the quicker you can provide a potential Buyer with the documents they request. Remember, your home is not the only one they are looking at. If they feel that you don't have all the documents or are unorganized, they may easily move on to another property.

1. **Federal Zone Concession** – This applies to oceanfront properties only.

2. **Copy of the Payment of the Trust Fees** – It is important to have the information on the trust bank as it is the bank that will be approving the deed transferring title in the event of a sale. Trust fees must be current before the bank will act.
3. **Copies of Utility Bills (recent)** – Buyers will need to see the services on the property to show the Buyer as well as to prepare the transfer document to transfer the utilities to the Buyer at closing. The Notary will also need to see this as a proof of domicile for you, the Seller, here in Mexico.
4. **Rental Calendar and Income and Expense Statements** – for those that rent and may be marketing the property as an investment property, this will be important. The calendar is also important in the event you have reserved the property for dates that will be post-closing, as a Buyer will be due those rentals and/or deposits.
5. **Condominium Documents (in Spanish):**
 - a. Condominium Regime – The Notary will need this document to close and it is also important to review as it usually includes the Bylaws. The Spanish recorded version is the binding version, so it is more important to see that version rather than an English translation.
 - b. Bylaws – so that the Buyer is aware of whatever restrictions may exist against pets, noise, etc...
 - c. Copies of Minutes of The Meetings for The Last 2 Years – This is important to see how the condominium is run, any issues that might be pending, any modifications to by laws, etc...
 - d. Condominium Financial Statements for the past 2 years – Important to see the finances of the condominium, how are the maintenance fees used, who is paying and who is not, and if there is a reserve account established.
 - e. Current Budget – All Buyers want to know what to expect insofar as monthly maintenance.
6. **Survey** – Especially with lots, it is great to provide a Buyer with a topographical survey of the property, if possible.
7. **Proof of Service Letters** – Generally, in the case of lots, you should provide letters from each utility company showing that service is (or is not) feasible on that lot.
8. **Feasibility of Construction and Zoning** – Especially for lots, often it is key to know what you can or cannot build on a certain property or what can be added to existing construction.
9. **Certificate of No Liens** – to show that there are/are not liens against the property and if there are, the nature of the lien.